



Safe Recruitment Policy

June 2025

Version	Date	Actions taken	Agreed by
1	10.12.2024	First draft	Prepared by AD
	11.06.2025	Final version	Reviewed and Approved

INTRODUCTION

De Vaarboom provides weekly Dutch language primary school lessons in person on a Saturday morning and for the secondary school aged children online and in person on monthly Saturday afternoons. The school employs teachers and is supported by a team of volunteer Board members and volunteer parents.

This Safe Recruitment Policy aims to ensure a safe environment for the children and young people at the school in line with DfE guidance in 'Keeping Children Safe in Education' (Sept 24). This document is split into 2 sections, the first of which applies to recruitment of paid staff members and the second part to volunteers, whether supporting classroom activities, managing the school library or supporting the school Board. In addition to this Safe Recruitment Policy, the school has a Safeguarding Policy in place.

The policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

STAFF RECRUITMENT

De Vaarboom commits that staff recruitment is conducted in a fair and effective manner by dealing honestly and fairly with all applicants. The ultimate responsibility for recruitment and selection lies with the Board – specifically with the Chair of the Board. The aims of the recruitment process are to ensure candidates are suitable for the role and that the safeguarding and welfare of the children in the school are accounted for primarily. Furthermore, employees will be recruited on the knowledge, experience and skills needed for the role. Interviews and selection will be conducted by the Head of the school and the Chair.

The school will actively seek opportunities for Safer Recruitment training for staff and Board members involved in the recruitment and interview process.

STAFF APPLICATION PROCESS

A standard application form will be used to obtain a common set of data from all applicants. The application form will be adapted for different posts but will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.

STAFF DBS AND REFERENCE CHECKS

References will be sought on all candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview. In addition, verification checks on employment eligibility and qualifications are made.

De Vaarboom currently employs Atlantic Data (disclosures.co.uk/) as its provider of Disclosure and Barring Service (DBS) checks.

All new staff will undergo an Enhanced DBS check prior to commencing employment at the school. The Chair of the Board, with support from the relevant Board members, are responsible for making sure the DBS checks are initiated and completed in a timely manner.

If the School does not consider the DBS certificate alone as sufficient (because it would not cover offences committed abroad), the school will require whatever evidence of checking is available from the person's country of origin (or any other countries in which they lived) before the appointment is confirmed. For example, this may be to obtain DBS relevant information from The Netherlands or Belgium. The Home Office has published updated guides on what checks are available from different countries:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> .

Where teachers have left the De Vaarboom for a period of >6 months and return to be employed, a new enhanced DBS check must be undertaken.

Where the candidate is found to be:

- on a relevant barred List, or
 - the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
 - an applicant has provided false information in, or in support of, his/her application; or,
 - there are serious concerns about an applicant's suitability to work with children,
- the candidate will not be employed.

If an individual's DBS certificate is not completed a member of staff would only be able to commence work if the school is satisfied that:

- appropriate supervision is in place,
- other checks (references etc) have been completed satisfactorily and
- the DBS barred list check has been completed.

As part of the new staff induction process, the candidate will need to read and sign the school's Safeguarding Policy and be made aware of the processes in place for documenting Safeguarding concerns. In addition, the candidate must agree to the school's Code of Conduct.

ONGOING STAFF CHECKS

As De Vaarboom staff members may be employed elsewhere and engage in other activities outside of De Vaarboom, it is recommended that an enhanced DBS check is repeated every three (3) years.

VOLUNTEER RECRUITMENT

De Vaarboom is reliant for support of its activities upon a number of volunteers. These are almost exclusively parents whose children attend the school. The roles these volunteers provide can be categorised as one of the following:

- Library duty, including monitoring break play time outside
- Teaching support in the classroom, for example with reading activities
- Being a member of the school Board

Wherever possible, the school will ensure that there are always two or more multiple adult volunteers present for each of the above activities or in the case where a single adult volunteer is helping, a teacher is always around to provide supervision.

All volunteers are expected to have read the abridged Safeguarding Policy document and have signed up to the school Code of Conduct.

We are implementing a volunteer DBS check for all adult volunteers that are assisting with school matters and come into contact with the pupils. The school is transferring the DBS check to a new organisation that allows for both Enhanced and Volunteer DBS checks to be made. For more information, please refer to Cambridge Student Community Action (www.cambridgesca.org.uk). Further information can be found in the following register of Umbrella bodies across the country that each can do DBS checks: <https://www.gov.uk/find-dbs-umbrella-body>. Or you can use the government's service Request a basic DBS check: <https://www.gov.uk/request-copy-criminal-record>

It is recommended that the volunteer DBS checks are also renewed every three (3) years.

GENERAL COMMENTS

It is expected that all adults on school premises maintain an open mind and engage in open conversation about the expected standards at school. Where teachers and/or volunteers are not adhering to expected behaviours, the Head teacher and school Chair should be consulted. Wherever possible, multiple adults should be in the same space with teachers supervising volunteers in their classroom areas.

It is the responsibility of the Chair to maintain a document tracking all the names and dates of DBS checks across all staff and volunteers working or supporting the educational activities at De Vaarboom. It is also the Chair's responsibility to flag when DBS checks need to be re-issued.

The school will continue to liaise with the Cambridge Bilingual Society on matters regarding Safeguarding, Safe Recruitment and staff Code Of Conduct and offer training for staff and Board members on a regular basis. Relevant documentation, resources and school policies will be made available on the school website for parents and volunteers to familiarise themselves with.

This policy is reviewed every 2 years by a Board member.

REFERENCE DOCUMENTS

Keeping children safe in education 2024:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Safer recruitment – NSPCC Learning:

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Criminal records checks for overseas applicants

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Cambridge Student Community Action

www.cambridgesca.org.uk

Find a DBS umbrella body company:

<https://www.gov.uk/find-dbs-umbrella-body>.

Request a basic DBS check:

<https://www.gov.uk/request-copy-criminal-record>